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MEMORANDUM

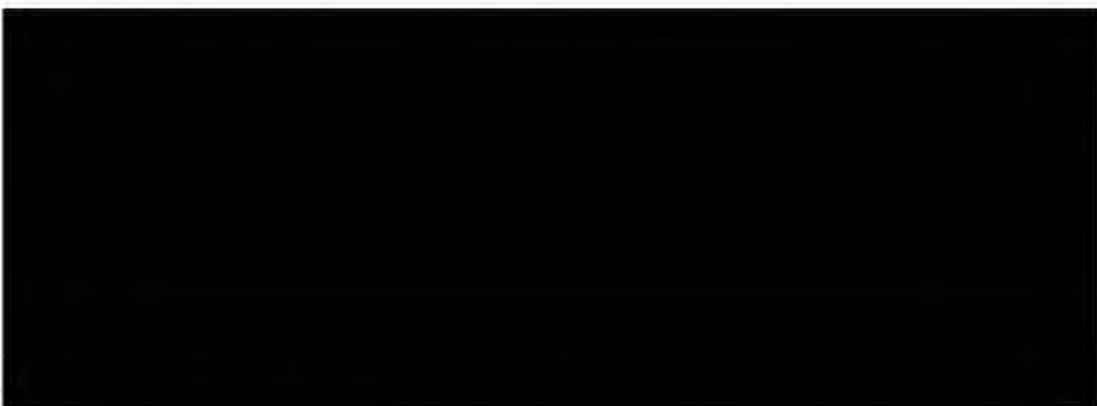
15 September 1950

TO : Chief, Special Support Staff  
FROM : Finance Division  
SUBJECT: Statement of Functions

1. In accordance with your memorandum dated 22 August 1950, there is submitted below a brief statement of functions of the Finance Division and branches thereof. The Finance Division is established along the following organizational lines:

- (1) Office of the Chief (includes Disbursing Office, Registry, Administrative Officer and supervision of Credit Union Office).
- (2) Certification and Liaison Branch.
- (3) Planning and Field Audit Branch.
- (4) Monetary Branch.
- (5) Accounts Branch.
- (6) Payroll, Travel and Allowances Branch.

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(B) Certification and Liaison Branch

- (1) Audit and certification of vouchers and reports involving the use of all confidential funds, including those expended at foreign stations and by covert agents.

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- (2) Render advice and assistance to operations officials with respect to both plans and operations in the conduct of covert activities.

- (3)

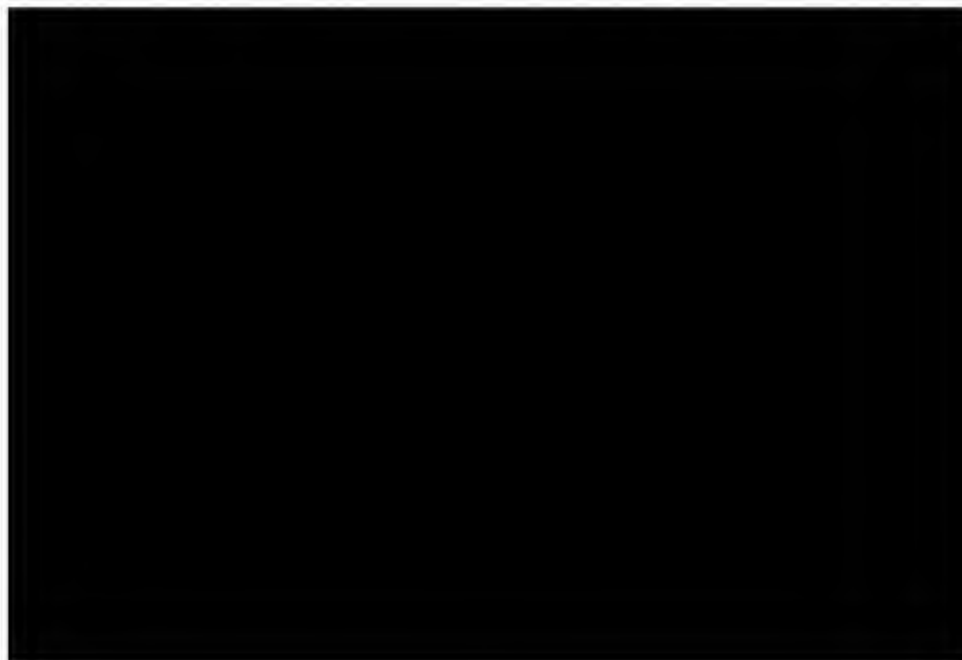


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(C) Planning and Field Audit Branch

- (1) Audit of Agent Cashier accounts.
- (2) Continuing review of internal procedures and accounts of the Finance Division.
- (3) Conduct training program for foreign field finance employees who may be required to handle confidential funds at certain covert stations abroad.
- (4) Conduct a program of foreign field audit and inspection.
- (5) Conduct the commercial audit program involving contracts with commercial firms engaged in research and development and production activities for CIA.

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- (3) Render financial and statistical reports to executive, administrative and operational officials of CIA.

(F) Payroll, Travel and Allowances Branch

- (1) The principal function of this Branch is to establish and maintain a system for the computation, payment and recordation of salaries, allowances and travel accounts of all personnel paid from unvouchered funds. This function includes maintenance of leave, tax and retirement records and includes staff employees, covert employees and staff and career agents.
- (2) Advise and assist officials and individuals with respect to the secure handling of pay, travel and allowance ac-

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2. If it is desirable, the above statements can be expanded considerably; however, it is our understanding that for the purpose to be served you wish broad or general statements. It appears that the title of several units are in themselves sufficient indication of their functions. This would include the Disbursing Office, the Registry, and the Credit Union.

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Deputy Chief, Finance Division

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